

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1907

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Agency
Anne Arundel Community College

Division/Unit
Human Resources

Item No.	Description	Retention
1	<u>General Correspondence & Office Files</u> Correspondence, memoranda, & miscellaneous files relating to activities of the office of Human Resources.	Office: Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value.
2	<u>Administration Staff & Faculty Personnel Files</u> Materials collected at time of employment including application, letters of recommendation, salary authorization, evaluations, and other material relevant to the individual's employment with the College.	Office: 3 years after termination of employment. Warehouse: 30 years, then destroy. Archives: N/A
3	<u>Student & Temporaries Personnel Files</u> Materials collected at time of employment including application, letters of recommendation, salary authorization, evaluations, and other material relevant to the individual's employment with the College.	Office: 1 year after termination of employment, then destroy. Warehouse: N/A Archives: N/A
4	<u>Retirement Benefit Records</u> Contracts with insuring agency, enrollment form, reports, and miscellaneous materials.	Office: Until death of employee. Warehouse: 30 years, then destroy. Archives: N/A
5	<u>Worker's Compensation Records</u> Injury report, medical reports, bills, and related materials.	Office: 3 years Warehouse: 20 years, then destroy. Archives: N/A
6	<u>Personnel Classification File</u> Working file of classification specifications, specific job descriptions, list of budgeted positions, and related information.	Office: Maintain until superceded by a new classification or description. Warehouse: 5 years, then destroy. Archives: N/A
7	<u>Applications</u> Applications for administrative, staff, and faculty positions at the College.	Office: 1 year, then destroy. Warehouse: N/A Archives: N/A

Schedule Approved by Agency

Date: 8-30-99

Signature: *Matthew S. McManness*

Name: Matthew S. McManness

Title: V.P. of Finance, Planning, & Human Resources

Schedule Authorized by State Archivist

Date: SEP 13 1999

Signature:

Edward C. Saperstein

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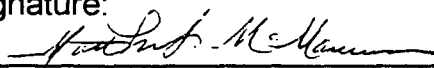
Agency	Division/Unit
Anne Arundel Community College	Human Resources

Item No.	Description	Retention
8	<u>Administrators Contracts</u> Administrators contracts with the College.	Office: Maintain until 1 year after termination. Warehouse: 20 years, then destroy. Archives: N/A
9	<u>Leave Agreements</u> Original copies of contractual agreements signed by faculty and administrators for sabbaticals and for extended leave without pay.	Office: 3 years Warehouse: 30 years, then destroy. Archives: N/A
10	<u>OSHA Records</u> Includes copies of medical exposure records.	Office: Maintain for 5 years after termination of incident. Warehouse: 25 years, then destroy. Archives: N/A
11	<u>Material Safety Data Sheets (MSDS)</u> A Material Safety Data Sheet (MSDS) is a fact sheet for a chemical product, and it is designed to provide workers and emergency personnel with the proper procedures for handling or working with the substance.	Office: Keep on active file until the substance is not used at the college. Warehouse: 40 years after the last use of the substance, then destroy. Archives: N/A
12	<u>Chemical Information List</u> A list that contains the common name, chemical name, and work area for each hazardous chemical used or stored in the workplace. The list is periodically revised.	Office: 5 years and until revised. Warehouse: 35 years, then destroy. Archives: N/A

Schedule Approved by Department
Agency, or Division Representative

Date: 8-30-97

Signature:



Name: Matthew S. McManness

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